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**BOARD OF SUPERVISORS**

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May 15, 2007

The Honorable Board of Supervisors  
County of Los Angeles  
383 Kenneth Hahn Hall of Administration  
500 West Temple Street  
Los Angeles, California 90012

Dear Supervisors:

**EXTENSION OF TERM OF AGREEMENTS FUNDED BY FEDERAL CENTERS FOR DISEASE  
CONTROL AND PREVENTION NOTICE OF COOPERATIVE AGREEMENT (NCA) FOR THE  
PUBLIC HEALTH PREPAREDNESS AND RESPONSE FOR BIOTERRORISM  
(All Districts) (3 Votes)**

**IT IS RECOMMENDED THAT YOUR BOARD:**

Delegate authority to the Director of Public Health, or his designee, to extend the performance term of contractual obligations of bioterrorism related contracts, and any amendments to implement specific activities required to support the County of Los Angeles' Public Health Preparedness and Response for Bioterrorism Program efforts, effective upon the date of execution by the parties through a date not to extend beyond August 31, 2008, in accordance with the federal Centers for Disease Control and Prevention (CDC) guidelines (Exhibit I,) up to an amount not to exceed \$500,000 per contract, 100% funded by the CDC's Notice of Cooperative Agreement (NCA) No. U90/CCU917012-07, subject to the review and approval by County Counsel and the Chief Administrative Office, and notification of the Board offices.

**PURPOSE OF THE RECOMMENDED ACTIONS/JUSTIFICATION:**

The purpose of this recommendation is to allow contracts to be in line with the performance period of the grant award. For example, while the current CDC Award budget period is from August 31, 2006 through August 30, 2007, CDC is allowing the grantee performance to extend beyond this period.

In approving the recommended action, the Board is allowing the DPH to follow/comply with CDC's guidelines allowing for term extension of contractual obligations to continue implementing specific activities required to support the County of Los Angeles, Public Health (PH) Preparedness and Response for Bioterrorism efforts.

**FISCAL IMPACT/FINANCING:**

The current budgeted amount for contracts under CDC's NCA No. U90/CCU917012-07 up to date is \$13,330,505. (Attachment B) Funding is included in the Fiscal Year 2006-07 Adopted Budget and will be requested in future fiscal years. There is no fiscal impact associated with this action.

**FACTS AND PROVISIONS/LEGAL REQUIREMENTS:**

On December 7, 1999, the Board accepted the first NCA (No. U90/CCU917012-01) from CDC for \$784,958 with a net County in-kind cost of \$129,866, for the first year of the PH Preparedness and Response for Bioterrorism Program for the period of August 31, 1999 through August 30, 2000. On subsequent occasions, the Board approved funding to support PH Preparedness and Response for Bioterrorism activities.

On October 9, 2001, the Board approved a motion directing the Department to take steps to ensure its ability to respond quickly and appropriately to any acts of bioterrorism.

On April 16, 2002, the Board approved a motion to delegate authority to the Director of Health Services, or his designee, to select providers, and negotiate and execute contracts with those providers to implement the specific activities required to support the Public Health Preparedness and Response for Bioterrorism, up to an amount, not to exceed \$300,000 per contract, subject to review and approval by County Counsel and the Chief Administrative Office, and notification of Board Offices. On August 26, 2003, the Board approved a similar motion, up to an amount not to exceed \$500,000, and has subsequently approved similar motions. The most recent Board approval for the contractual actions was August 29, 2006, which authorized DPH to enter into agreements that terminate by August 30, 2007.

On February 1, 2006, CDC issued guidelines for all recipients of grants or cooperative agreements that now allow fully funded contracts to extend beyond a budget period, so long as it is not the last budget period (August 31, 2009 through August 30, 2010) in the overall project period (August 31, 2005 through August 30, 2010.)

Upon approval of the recommended action, DPH, in accordance with CDC guidelines, will be able to extend agreements funded under CDC's NCA U90/CCU917012-07 to provide immediate response to rapidly detect, investigate, and mitigate the efforts of outbreaks of illnesses that may result from acts of terrorism involving biological agents, through August 30, 2008. The budgeted amount for contracts (currently \$13,330,505) may be revised to reflect additional CDC's funding accepted by DPH, pursuant to the Board's previously approved delegated authority of November 21, 2006.

Attachment A provides additional information. Exhibit I is the CDC's guidelines allowing for the extension of the budget period.

**CONTRACTING PROCESS:**


Not applicable.

**IMPACT ON CURRENT SERVICES (OR PROJECTS):**

Approval of this action will allow the DPH to contract for services that provide immediate response to rapidly detect, investigate, and mitigate the efforts of outbreaks of illnesses that may result from acts of terrorism involving biological agents through August 31, 2008.

When approved, this Department requires three signed copies of the Board's action.

Respectfully submitted,



Jonathan E. Fielding, M.D., M.P.H.  
Director and Health Officer

JEF:rt  
BL#00120

Attachments (2)

c: Chief Administrative Officer  
County Counsel  
Executive Officer, Board of Supervisors

## ATTACHMENT A

### SUMMARY OF FEDERAL GRANT AWARD

#### FEDERAL CENTERS FOR DISEASE CONTROL AND PREVENTION (CDC) NOTICE OF COOPERATIVE AGREEMENT NO. U90/CCU917012-07

1. Type of Service:

NCA No. U90/CCU917012-07 from CDC will enhance the capacity of the Department of Public Health to prepare for and respond to acts of bioterrorism and other public health threats.

1. Term of the Grant Award/Agreements:

The term of the NCA is August 31, 2006 through August 30, 2007. CDC's guidelines allows for the contractual terms to be extended beyond this period to August 30, 2008.

2. Agency Address and Contact Person:

Centers for Disease Control and Prevention  
Procurement and Grants Office  
2920 Brandywine Road, Suite 3000, Mailstop K-69  
Atlanta, Georgia 30341-4146  
Attention: Ms. Angela Webb, Grants Management Specialist  
Telephone: (770) 488-2784. Facsimile (770) 488-2670  
Electronic mail: [agw6@cdc.gov](mailto:agw6@cdc.gov)

4. Financial Information:

The current budgeted amount for contracts under CDC's NCA No. U90/CCU917012-07 up to date is \$13,330,505. (Attachment B) Funding is included in the Fiscal Year 2006-07 Adopted Budget and will be requested in future fiscal years. There is no fiscal impact associated with this action.

5. Primary Geographic Area To Be Served:

Countywide.

6. Accountable for Monitoring:

Jonathan Freedman, Director, Emergency Preparedness and Response Program.

7. Approvals:

Public Health:	Jonathan E. Fielding, M.D., M.P.H., Director and Health Officer
Contracts and Grants Division:	Gary T. Izumi, Chief
County Counsel (approval as to form):	Robert E. Ragland, Senior Deputy County Counsel



## DEPARTMENT OF HEALTH &amp; HUMAN SERVICES

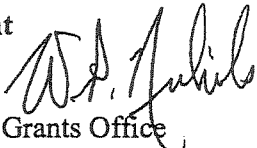
Public Health Service  
Centers for Disease Control  
and Prevention (CDC)

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**Memorandum**

Date: February 1, 2006

To: PGO Grants Management

From: William P. Nichols, MPA   
Director, Procurement and Grants Office

Subject: Grants Information Letter – G06-004 – **Grant Subcontracting that Spans Budget Periods**

**I. Purpose and Background Information**

**Purpose:** To provide guidance for contracts let by grantees that span budget periods under Grants or Cooperative Agreements.

**Background Information:** The two governing regulations are 45 CFR 92 (Part 23), Uniform Administrative Requirements For Grants And Cooperative Agreements To State And Local Governments, and 45 CFR 74 (Part 28), Uniform Administrative Requirements For Awards And Subawards To Institutions Of Higher Education, Hospitals, Other Nonprofit Organizations, And Commercial Organizations; And Certain Grants And Agreements With States, Local Governments And Indian Tribal Governments.

45 CFR 92.23, "Period of availability of funds," states:

(a) General. Where a funding period is specified, a grantee may charge to the award only costs resulting from obligations of the funding period unless carryover of unobligated balances is permitted, in which case the carryover balances may be charged for costs resulting from obligations of the subsequent funding period.

(b) Liquidation of obligations. A grantee must liquidate all obligations incurred under the award not later than 90 days after the end of the funding period (or as specified in a program regulation) to coincide with the submission of the annual Financial Status Report (SF-269). The Federal agency may extend this deadline at the request of the grantee.

45 CFR 74.28, "Period of availability of funds," states:

"Where a funding period is specified, a recipient may charge to the award only allowable costs resulting from obligations incurred during the funding period and any pre-award costs authorized by the HHS awarding agency pursuant to §74.25(d)(1)."

Other implementing guidance, is found in AAGAM, 2.04.104B-4A.2.a.(1) (page 8):

2. Availability of funds for expenditure.

a. Except for construction grants..., grant funds not expended in the budget period in which they were awarded may be expended or authorized for future expenditure only as follows:

(1) Valid obligations incurred by the recipient in one budget period may be liquidated in a subsequent period. (All obligations must be liquidated within 90 days following the end of the project period)."

The AAGAM is consistent with both regulations, but it does not append the last sentence of 45 CFR 92.23., "The Federal agency may extend this deadline (90 days after the end of the funding period) at the request of the grantee." The AAGAM is silent on extending this deadline. Because of the special nature of our dealings with State and local Governments, the CDC has followed the AAGAM but in many cases has also relied on 45 CFR 92.23 to allow states and local Governments to fund contracts that will exceed 90 days beyond the expiration of the project period.

In order to establish consistency in our management of grants and cooperative agreements with states and local Governments, the advice of the HHS Director, Division of Grants Policy was sought. The Director's reply was "As long as the contracts/subcontracts are awarded and obligated before the end of the grant budget year, the funds are considered OBLIGATED, maybe an unliquidated obligation or undelivered order; but OBLIGATED never the less. It's a normal Federal accounting practice."

## **II. Information/Action**

**Budget Period:** All Grants Specialists, Grant Management Officers, Team Leaders and Branch Managers should take care to note that recipients of grants or cooperative agreements can let fully funded contracts that extend more than 90 days beyond a budget period, as long as it is not the last budget period in the overall project period.

**Project Period:** All obligations must be liquidated within 90 days following the end of the project period. In the case of grantees who fall under 45 CFR 92, the 90 day limit during which all funds must be liquidated following the end of a grant project period can be extended by the Agency at the request of the grantee. 45 CFR 74 is silent on this limitation, but in order to be consistent in the handling of our grants, the same rule will apply to grantees who fall under 45 CFR 74.

**Approval of Extension Requests:** All requests for extension in the last budget period of the project period can only be approved by the CDC Chief Grants Management Officer (GCMO).

**III. Contact Information:** Please direct inquiries to William Ryan, (770)488-2717, [WRyan@cdc.gov](mailto:WRyan@cdc.gov)

#### IV. References

1. 45 CFR 92 (Part 23), Uniform Administrative Requirements For Grants And Cooperative Agreements To State And Local Governments
2. 45 CFR 74 (Part 28), Uniform Administrative Requirements For Awards And Subawards To Institutions Of Higher Education, Hospitals, Other Nonprofit Organizations, And Commercial Organizations; And Certain Grants And Agreements With States, Local Governments And Indian Tribal Governments
3. AAGAM, 2.04.104B-4A.2.a.(1) (page 8)

Los Angeles County - Department of Public Health  
Public Health Preparedness and Response for Bioterrorism Grant  
Project Lists

Grant Period: August 31, 2006 through August 30, 2007  
Award # U90CCU917012-07

Project Name/Subcontractor	Original Budget	Amendment #1	Amendment #2	Amendment #3	Amendment #4	Amendment #5	Amendment #6	Total
A - Long Beach Subcontract	1,387,330		339,263					1,726,593
A - Pasadena Subcontract	399,153		98,456					497,609
A - PHFE Personnel Services Contract	1,948,938		3,189,790					5,138,728
A - Terra Firma Enterprise				216,466	50,000			266,466
B - Atlas Development (New Deliverables)	13,193				483,395			496,588
B - Atlas Development (New Deliverables)	56,004							56,004
C - San Bernardino Lab	25,600							25,600
C - Cal. Asso. Of PH Lab Directors - Symposia						100,000		100,000
C - Cal. Asso. Of PH Lab Directors - Wet Workshop								
C - General Moving Services - Relocation of the Public Health Lab					145,000			145,000
D - Internal Services Dept. - Chemical Lab Expansion					55,000			55,000
E - Public Health Partner Registry and Communications Project					60,000			60,000
E - Health-Care Marketing and Outreach Project					290,274			290,274
E - Active Directory Contractor (ITSSMA)					102,060			102,060
E - PHIN Cal2Cal (ITSSMA Support)						50,000		50,000
E - SABA Learning Management System (Server Maintenance)							212,925	212,925
E - PHIN Hardware Upgrades and Enhancements								
E - SMI Group					254,600			254,600
F - County Agreement Vendor - Community Outreach Project					400,000			400,000
F - Clear Channel - Public Awareness Campaign Phase II					96,187			96,187
F - UCLA School of Medicine - Data Analysis of PHRETS					307,556			307,556
F - County Agreement Vendor - Printing Materials/Education Activities					187,582			187,582
F - County Agreement Vendor - MCAH Emergency Preparedness Outreach					167,936			167,936
F - County Vendor - Translation					20,250			20,250
F - County Vendor - Emergency Kits outreach to target risk population with MCAH						152,000		152,000
F - SOS Survival Products - Emergency Kits outreach to target risk population with MCAH						500,000		500,000
F - County Agreement Vendor - Children's Medical Services (CMS) Emergency Preparedness Outreach								
F - Field Research Corporation					50,000			50,000
G - Healthcare Education, Leadership and Performance (HELP)					178,500			178,500
G - Rock Learning, Inc.								
CRI - Mental Health DSO	80,000							80,000
CRI - File Keeper Storage	144,000							144,000
CRI - SRA International	100,000							100,000
CRI - Business Executive for National Security	490,547							490,547
CRI - New Horizons Computer Learning Center - PHIN Systems Applications Training	148,500							148,500
CRI - HLN Consulting, LLC - LINK/Facility Profile	70,000							70,000
CRI - Business Information (BIS) - SNS/IS Inventory Management System	71,000							71,000
CRI - City Allocation (Pending \$156,285)	0							0
CRI - POD Supply Kits for Prepositioned Supplies	364,000							364,000
Pan Flu - Health Alert Network Communications Upgrade (ISD Services)			50,000					50,000
Pan Flu - Health Alert Network Communications Upgrade (ISD Services)			75,000					75,000
Pan Flu - Outbreak Mgmt. Pilot Module and Situational Awareness Dashboard (ISD Services)			200,000					200,000
Pan Flu - Special Populations Demographic Assessment (Field Research Corp.)								
Total	\$5,298,265	\$0	\$3,952,509	\$216,466	\$2,849,340	\$802,000	\$212,925	13,330,505